Campus Alberta
Quality Council

Fourth Annual Report

1 April 2007 • 31 March 2008

Campus Alberta Quality Council

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Letter to the Minister of Advanced Education and Technology

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1 June 2008

Honourable Doug Horner
Minister of Advanced Education and Technology
324 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6

Dear Mr. Horner:

RE: Campus Alberta Quality Council Fourth Annual Report

On behalf of the Campus Alberta Quality Council (CAQC), I have the honour of providing you with the Fourth Annual Report for the period 1 April 2007, through 31 March 2008.

CAQC had an eventful and rewarding year in 2007-08, highlighted by developments that will have a significant impact on the long-term future of post-secondary education in Alberta. It was a very active year as several institutions – university and college level, public and private – brought forward proposals for new degree programs. On the whole, we were impressed both with the quality of the programs proposed to us and with the extent to which collaboration is increasingly becoming a feature of the system in Alberta.

You subsequently approved twenty-four degree programs including a Doctor of Veterinary Medicine proposed by the University of Calgary, and a Doctor of Philosophy in Law proposed by the University of Alberta - the first degree programs of their kind in the Province. As well, you approved first degree programs (other than applied degrees) at Northern Alberta Institute of Technology and Mount Royal College.

In addition to assessing the quality of new program proposals, Council was active in developing and refining its policies and procedures. To that end, Council commissioned an independent review of its activities after three years of operating. The contractor's report, a culmination of feedback from Council members and post-secondary institutions, was considered at the February meeting and an executive summary is available on the CAQC web site. Council is currently developing an action plan to address any issues arising from the review.

The volume of work that the Secretariat and Council have managed has increased greatly. I would like to express gratitude on behalf of Council for the excellent work done by the Secretariat under the leadership of Marilyn Patton. Their hard work, thorough research, sound judgment and commitment to quality have greatly assisted Council, and helped to strengthen Alberta's leadership in educational quality assurance.

It has been a busy, successful year. We look forward to the year ahead, and to new challenges we will surely face, as we work with you to promote high standards for degree programs in Alberta and to implement the changes found in the *Roles and Mandates Policy Framework* and *Bill 7*.

Sincerely,

Ronald B. Bond, PhD
Chair

CAQC Mandate

The Campus Alberta Quality Council is an arms-length quality assurance agency that makes recommendations to the Minister of Advanced Education and Technology on applications from post-secondary institutions seeking to offer new degree programs in Alberta under the terms of the *Post-secondary Learning Act, 2004* and the Approval of Programs of Study Regulation (51/2004).

Other than degrees in divinity, all new degree programs to be offered in Alberta must be approved by the government. Therefore, Council is charged with the quality review of all degree programs proposed by:

- resident public institutions
- resident private institutions, both for-profit and non-profit
- non-resident (out-of-province) public institutions
- non-resident (out-of-province) private institutions, both for-profit and non-profit

Activities of Council

Council safeguards the public interest in the quality of approved degrees, and also encourages institutions that offer approved degree programs in Alberta to keep improving the management of quality of their degree programs. During the reporting year, Council held four two-day meetings. Council focused on the following areas of activity:

- establishing and refining its procedures and assessment practices
- communicating the role of Council to stakeholders within the province and to relevant national bodies as well as with other provincial quality assurance agencies
- conducting program and comprehensive evaluations
- offering advice on academic standards and quality
- making recommendations to the Minister on applications from post-secondary institutions seeking to offer new degree programs
- responding to the Ministry's Roles and Mandate Framework discussions
- responding to the Board Governance Review Taskforce

Establishing and Refining Procedures and Assessment Standards and Guidelines

Council continues to establish assessment materials appropriate to its mandate. During the reporting year, Council developed and adopted the following documents (a short description of these materials is available in Appendix 2):

- Independent academic experts
- Policy on release of information
- Standards on academic staff for baccalaureate programs

As well, Council revised the following documents:

- CAQC expectations for design and structure of undergraduate degrees
- Expedited review process description
- Guide for teams conducting program evaluations – Graduate programs
- Guide for teams conducting program evaluations – Undergraduate programs
- Monitoring of approved degree programs
- Organizational assessment standards – General

Three-Year Review

In keeping with its operating principle of commitment to the review of its own activities, Council engaged the services of an independent contractor to determine the effectiveness of CAQC and to establish the level of satisfaction with Council and its Secretariat among CAQC members and post-secondary institutions. The contractor's report was considered at its February meeting and an executive summary is available on CAQC's web site. As noted below, a subcommittee has been tasked with preparing an action plan to address any issues arising from the report.

Subcommittees

Council has established one standing committee, and three additional ad-hoc committees to facilitate its work.

Proposal Review Standing Committee

In keeping with its commitment to being expeditious, Council 's Proposal Review Standing Committee (PRSC), the only standing committee of Council, acts on behalf of the full Council in reviewing requests for expedited reviews and conducting desk reviews of proposals undergoing fully expedited reviews. In addition, the committee has also reviewed substantive changes in approved degree programs and changes to degree or program names. In 2007-2008, the PRSC reviewed eighteen proposals on behalf of Council.

Nomenclature and Degree Programs Subcommittee

During the reporting year, the Nomenclature and Degree Programs Subcommittee held three meetings. The Subcommittee is comprised of Council members and representatives from three stakeholder groups: the Alberta Universities Association (AUA), the Alberta Association of Colleges and Technical Institutes (AACTI), and the Private Accredited Post-secondary Institutions Council (PAPIC). During the reporting year, the Subcommittee finalized the degree requirements for Bachelor of Arts, Bachelor of Science, Bachelor of Education, and Bachelor of Technology degree programs, and continues to work on expectations for Business and Music degree programs, as well as on guidelines for 2+2 and Applied Degree programs. These standards and guidelines are (or will be) included in the document *CAQC's Expectations for Design and Structure of Undergraduate Degrees* which is available on Council's web site.

Three-Year Review Subcommittee

Council struck a Three-Year Review Subcommittee in the previous year to prepare a plan for the review of Council and its work after three years of operating. As noted above, the questionnaires were administered in this reporting year and the independent contractor's report was received in February 2008. This subcommittee is preparing an action plan to address issues arising from the review and will present a draft to Council at its May 2008 meeting. Once the plan has been approved by Council, it will be posted on the CAQC web site.

Working Group on Quality Assurance of Off-campus and International Degree Programs

The new Working Group on Quality Assurance of Off-campus and International Degree Programs, comprised of representatives from the Universities of Alberta and Calgary, the Director of International Education Branch of the Ministry, as well as Council Chair and CAQC Secretariat Director, was established to consider principles and guidelines pertaining to off-campus and trans-border degree program delivery.

At its first meeting on 18 March 2008, members adopted the Working Group's Terms of Reference, deliverables, and timelines. Following consultation with stakeholders, it is anticipated that a draft set of principles and a checklist will be presented to Council at its September meeting.

Stakeholder Engagement

Opportunities under the *Post-secondary Learning Act* for the establishment of degree programs in Alberta, coupled with a growing demand for degree credentials, have aroused considerable interest across the post-secondary system. Thus, Council works with stakeholders as it develops policies and guidelines to assess and enhance the quality of degree programs. For example, AUA, AACTI, and PAPIC vetted three of the documents before they were adopted by Council during the reporting year: *Policy on Release of Information, Standards on Academic Staff for Baccalaureate Programs*, and *CAQC Expectations for Design and Structure of Undergraduate Degrees.*

As well, the Chair and the Director of the CAQC Secretariat met with institutions and other stakeholders to explain Council's principles and procedures and to seek input on the best ways in which to serve the interests of the post-secondary system and its learners.

In 2007-2008, meetings were held with the Honourable Doug Horner, Minister of Advanced Education and Technology and his Executive Assistant Jason Krips, Deputy Minister Bob Fessenden, and Assistant Deputy Minister Phil Gougeon. Meetings also took place with other officials from the Ministry to:

- ensure that the department's system coordination review and Council's quality assessment mandate are coordinated as much as possible
- ensure that information requirements with respect to program proposals are harmonized
- work together with the International Education Branch with respect to trans-border delivery of degree programs.

As well, the chairs of CAQC and the Alberta Council of Admissions and Transfer (ACAT) met to discuss how the two councils could collaborate to serve Alberta learners. Currently, through its Secretariat, Council is helping ACAT with its project to identify best practices with respect diplomas and certificates.

During the reporting year, Council's Chair and members of the Secretariat met with officials from post-secondary institutions to discuss current Council initiatives and to provide a clearer understanding of degree approval and quality assessment processes. Individual meetings and consultations were held with officials from institutions (resident and non-resident) that are interested in offering new degree programs in Alberta and those currently offering approved degree programs in the Province.

Meetings have also taken place with representatives of the following:

Alberta Association of Colleges and Technical Institutes
Alberta Universities Association
Confederation of Alberta Faculty Associations
Higher Education Quality Council of Ontario
Nursing Education Program Approval Board
Private Accredited Post-secondary Institutions Council
Senior Academic Officers of the Public Colleges and Technical Institutes

Conferences and Presentations

As it is important that Council's assessments be recognized and understood both within and outside the province, Council's Chair, Secretariat Director, or Manager attended meetings and conferences, and, in several cases, made presentations relating to the work of Council. These included:

Event	*Location*	*Attendee(s)*
Council of Ministers of Education, Canada (CMEC) Quality Assurance Subcommittee	*Toronto, ON*	*Marilyn Patton Guy Germain*
G8 & The Broader Middle East and North Africa Workshop on Quality Assurance and Leadership in Higher Education	*Liverpool, UK*	*Marilyn Patton*
International Network for Quality Assurance Agencies in Higher Education (INQAAHE) 2007 Conference	*Toronto, ON*	*Ronald Bond and Marilyn Patton*[1]
New Student Leaders Orientation	*Edmonton, AB*	*Guy Germain*
Trans-Atlantic Dialogue: Toward Mutual Recognition	*Toronto, ON*	*Marilyn Patton*
UNESCO's Global Forum on Quality Assurance, Accreditation and the Recognition of Credentials in Higher Education in Africa	*Dar es Salaam, Tanzania*	*Marilyn Patton*
University of Alberta Academic Standards Committee	*Edmonton, AB*	*Marilyn Patton*

[1] Dr. Bond and Ms. Patton presented a joint paper at the conference: 'Local, Regional, Professional and National Quality Assurance: The Alberta Perspective.' The paper is available online at http://192.139.188.172/INQAAHE/INQAAHE_Papers.pdf

National and International Initiatives

To promote the national and international recognition of Alberta degrees in the absence of national accreditation in Canada, it is vital that provincial representatives communicate regularly. The development of connections through the Council of Ministers of Education, Canada (CMEC) and among provincial quality assurance agencies has thus been a priority.

Council's Secretariat has been involved in an important national initiative – the CMEC Quality Assurance Subcommittee, which continues its work under the chairmanship of Marilyn Patton, Director of Council's Secretariat. The Subcommittee's work at the pan-Canadian level will not only improve the understanding of Canadian degrees and how they are assessed, but will also facilitate interprovincial student mobility. In April 2007, CMEC announced that ministers in all provinces and territories had endorsed a *Ministerial Statement on Quality Assurance of Degree Education in Canada.* The statement contains a Canadian Degree Qualifications Framework as well as standards and processes for assessment of new degree programs and new degree providers. It is available on the front page of Council's web site and at **www.cmec.ca/postsec/qa/QA-Statement-2007.en.pdf**

Evaluations and Recommendations

The full process of approval for new degree programs being proposed is as follows:

Application to the Minister

↓

System coordination review by the Department

↓

Referral to Council for organizational review (if necessary) and program quality review

↓

Council's recommendation to the Minister

↓

Decision by Minister with respect to approval of the program

For institutions that have experience in offering degree programs at the level of the degree being proposed, a fully expedited review (no organizational evaluation and a desk review by Council's PRSC and Secretariat rather than engaging external evaluators for the program review) or partially expedited review (one not requiring an organizational evaluation) may be possible. Council's criteria for expedited review are published on its web site.

Council is committed to having review processes that are iterative in nature. It works closely with institutions during the review process to foster continuous development and improvement of degree programs.

Applications Referred to Council and Council Recommendations

Of the 24 proposals approved by the Minister during the reporting year, three were approved under different names following Council's recommendation. As well, one major, International Communications, in Mount Royal College's proposed Bachelor of Communication was not recommended to the Minister for approval.

The period of time it took from Council's receipt of an institution's full program proposal to Council's recommendation to the Minister ranged from one to 17 months. For eight percent of the proposals, Council made its recommendations within one month of receiving the full proposal. More than half of the recommendations (58 percent) were made between two and six months of receiving the full proposal. For the remaining proposals, only two took longer than 10 months for Council to make a recommendation. The time it takes for Council to make a recommendation is affected by various factors such as the completeness of the institution's final proposal, whether or not an organizational evaluation is required before the program review, the time it took to recruit external reviewers and establish a site visit date mutually agreeable to all reviewers and the institution, and whether or not the institution was asked to provide further refinements of the proposal.

The following table outlines the proposals referred to Council by the Minister and/or the degree programs approved by the Minister on recommendation of Council between 1 April 2007 and 31 March 2008:

Alberta Public Institutions

Program	Type of Review	CAQC Recommendation	Minister's Decision	Date
Athabasca University				
Doctorate in Business Administration	*Program*	*Under Review*		
Grant MacEwan College				
4-year Bachelor of Music in Jazz and Contemporary Popular Music with majors in Composition, Performance, and General	*Program*	*To Approve*	*Approved*	*6 October 2007*
4-year Bachelor of Science with majors in Biological Sciences, Computer Science, Mathematical Sciences, Mathematics, Physical Sciences, and Psychology	*Program*	*To Approve*	*Approved*	*28 March 2008*
Mount Royal College				
4-year Bachelor of Nursing	*Organizational and Program*	*To Approve*	*Approved*	*30 April 2007*
4-year Bachelor of Arts in Criminal Justice	*Program*	*To Approve*	*Approved*	*1 August 2007*
4-year Bachelor of Arts with majors in Anthropology, English, History, Policy Studies, Psychology, Sociology, and Spanish	*Program*	*To Approve*	*Approved*	*9 October 2007*
4-year Bachelor of Science with majors in Cellular and Molecular Biology, General, Geology, and Health Sciences	*Program*	*To Approve*	*Approved*	*21 January 2008*
4-year Bachelor of Business Administration with concentrations in Accounting, General Business, Human Resources, and Marketing	*Program*	*To Approve*	*Approved*	*6 March 2008*
4-year Bachelor of Communication with majors in Information Design, Journalism, and Public Relations	*Program*	*To Approve*	*Approved*	*6 March 2008*
4-year Bachelor of Computer Information Systems	*Program*	*Under Review*		
Northern Alberta Institute of Technology				
4-year Bachelor of Technology in Technology Management	*Program*	*To Approve*	*Approved*	*19 July 2007*
4-year Bachelor of Business Administration in Enterprise Management	*Program*	*To Approve*	*Approved*	*6 October 2007*
University of Alberta				
Master of Public Health in Health Promotion	*Program**	*To Approve*	*Approved*	*2 August 2007*
Doctor of Philosophy in Law	*Program**	*To Approve*	*Approved*	*9 October 2007*
Doctor of Philosophy in Religious Studies	*Program**	*To Approve*	*Approved*	*11 January 2008*
University of Calgary				
Master of Arts in Culture and Society	*Program**	*To Approve*	*Approved*	*2 April 2007*
Doctor of Philosophy in Culture and Society	*Program**	*To Approve*	*Approved*	*2 April 2007*
Doctor of Veterinary Medicine	*Combined Organizational & Program*	*To Approve*	*Approved*	*17 October 2007*
4-year Bachelor of Arts with major in Film Studies	*Program**	*To Approve*	*Approved*	*3 December 2007*
Master of Disability and Community Studies[2]	*Program**	*To Approve*	*Approved*	*6 March 2008*
Master of Science in Environment and Sustainable Energy[3]	*Program**	*Under Review*		
4-year Bachelor of Film Studies	*Program**	*Under Review*		
4-year Bachelor of Science with major in Neuroscience	*Program**	*Under Review*		

[2] Application for a change in degree name from Masters of Education with specialization in Community Rehabilitation and Disability Studies to Master of Disability and Community Studies.

[3] Application for a change in degree name from Master of Science in Energy and Environment to Master of Science in Environment and Sustainable Energy.

Alberta Public Institutions (*Continued*)

Program	Type of Review	CAQC Recommendation	Minister's Decision	Date
University of Lethbridge				
4-year Bachelor of Health Sciences with major in Public Health	*Program**	*To Approve*	*Approved*	*8 November 2007*
4-year Bachelor of Arts with major in Rural and Urban Planning and Design	*Program**	*To Approve*	*Approved*	*6 March 2008*
4-year Bachelor of Fine Arts (Dramatic Arts) with major in Theatre Studies	*Program**	*To Approve*	*Approved*	*6 March 2008*

Alberta Private Institutions

Ambrose University College				
4-year Bachelor of Science with major in Biology	*Program*	*To Approve*	*Approved*	*6 March 2008*
Canadian University College				
4-year Bachelor of Music with major in Performance	*Program*	*Under Review*		
Concordia University College of Alberta				
3-year Bachelor of Arts with concentration in Drama	*Program**	*To Approve*	*Approved*	*17 October 2007*
Master of Arts in Biblical and Christian Studies	*Program*	*Under Review*		
St. Mary's University College				
2-year Bachelor of Education (After Degree) in Elementary Education	*Program*	*Under Review*		
The King's University College				
2 -year Bachelor of Education (After Degree) in Secondary Education	*Program**	*To Approve*	*Approved*	*11 March 2008*

Non-Resident (Out-of-Province) Private Institutions

Gonzaga University				
Master of Counselling	*Program*	*Under Review*		

* = Fully Expedited Review

Other Activities of Council

Evaluation Teams

As noted in Council's third operating principle, peer evaluation forms the basis of Council's review of the applicant's ability to implement and sustain degree programs and the quality of the proposed program. Recruitment of appropriate external experts to help with its evaluations is an important activity as the quality of the reviewers affects the quality of the review, which in turn affects the quality of the program under review. Council ensures that the external reviewers' perspective being brought to the evaluation process is a judicious mix of relevant technical expertise and a detached external stakeholder point of view. Depending on the circumstance, Council employs three types of teams of experts in evaluating proposed programs and monitoring approved degree programs:

Organizational evaluation teams assist Council in examining the extent to which the systems and processes of the institution are clearly established to achieve excellence in learning.

Program evaluation teams help ensure that degree programs offered by institutions are of an acceptably high quality, and comparable in quality to other degree programs in Alberta and Canada.

Comprehensive evaluation teams help fulfill Council's obligation with respect to periodic evaluations of institutions offering approved degree programs.

All evaluation teams are thoroughly prepared by the Secretariat. Teams have an orientation meeting with the Chair and Secretariat advisor prior to their site visit, and are provided with a comprehensive binder outlining their roles and responsibilities, the assessment standards to be used and detailed information about the proposed program and/or the institution. The Director or Manager of the Secretariat coordinates the review and acts as an advisor to the team during the site visit. Once the review is completed, team members and the institution are asked to provide feedback about their experience and offer suggestions for improving the review process.

Evaluators are typically senior academics and administrators from universities or other institutions offering approved degree programs in Alberta or elsewhere in Canada. In 2007-2008, however, two reviewers were recruited from the United States. Just over half (54%) of reviewers were from outside Alberta during the reporting year. Engaging reviewers from outside Alberta is a deliberate strategy to ensure scrutiny from outside the province for programs, and to expand national and global recognition and reputation of degrees and graduates from Alberta. The final decisions on all matters relating to an evaluation team rest with Council, including the team's membership and its terms of reference.

External Evaluators

Council relies on the expert opinions of external (peer) evaluators for both phases of its quality review. In 2007-2008, Council recruited 37 reviewers who are widely respected experts in their respective disciplines and who include university professors, Canada Research Chairs, and university administrators. Council wishes to acknowledge the commitment of the following reviewers who provided evaluation services during the reporting year:

Dr. Herman Bakvis	*University of Victoria*	*Dr. Henry Klumpenhouwer*	*University of Alberta*
Dr. Michel Barbeau	*Carleton University*	*Dr. Élisabeth Le*	*University of Alberta*
Dr. René Barendregt	*University of Lethbridge*	*Dr. Kerry Lissemore*	*University of Guelph*
Dr. Ken Barker	*University of Calgary*	*Dr. Reginald Litz*	*University of Manitoba*
Dr. Jayne Brooks	*Okanagan College*	*Dr. Stephen Long*	*Royal Roads University*
Dr. Jeremy Brown	*University of Calgary*	*Dr. Glen Loppnow*	*University of Alberta*
Dr. Patrick Brown	*University of Saskatchewan*	*Dr. Edward McCauley*	*University of Calgary*
Dr. Lisa Carter	*Athabasca University*	*Dr. Mary O'Connor*	*McMaster University*
Dr. Victor Coelho	*Boston University*	*Dr. Vern Paetkau*	*University of Victoria*
Dr. Allan Conway	*University of Windsor*	*Dr. Lorraine Radtke*	*University of Calgary*
Rodney Cooper	*University of New Brunswick*	*Dr. Drew Rendall*	*University of Lethbridge*
Dr. Kay Devine	*Athabasca University*	*Dr. Robert Silverman*	*Queen's University*
Leo Donlevy	*University of Calgary*	*Dr. Brock Smith*	*University of Victoria*
Dr. Jacob Ellens	*Redeemer University College*	*Dr. Mark Spire*	*Kansas State University*
Dr. Esther Enns	*Saint Mary's University*	*Dr. Howard Tennant*	*University of Lethbridge*
Dr. Terry Flynn	*McMaster University*	*Dr. Henk van Andel*	*The King's University College*
Dr. Milena Head	*McMaster University*	*Dr. Charles Webber*	*University of Calgary*
Dr. Hermina Joldersma	*University of Calgary*	*Dr. Michael Williams*	*University of Calgary*
Kim Kierans	*University of King's College*		

External experts engaged by Council adhere to the Campus Alberta Quality Council Code of Conduct which ensures that they avoid any actual or perceived conflict of interest including that which may impair or impugn the integrity, impartiality or independence of Council.

Monitoring and Periodic Review

The *Approval of Programs of Study Regulation* outlines Council's responsibilities with respect to monitoring of approved new degrees. Should it determine that the institution no longer meets the required organizational conditions or that the approved program no longer meets required standards of quality, Council may recommend that approval be discontinued.

Council monitors approved degree programs to ensure that its standards of quality continue to be met. Monitoring may take various forms including annual reporting, periodic reporting, comprehensive evaluations, as well as subsequent evaluations. It may also ask for reporting prior to, or immediately after, implementation of a new program.

Annual Reporting

During 2007-2008, Council advised degree-granting institutions of its new reporting timeline for their annual updates to Council. According to the new requirement, all private degree-granting institutions, as well as Mount Royal College, Grant MacEwan College, and NAIT have to provide Council with their annual updates by 1 November each year to enable Council to review them at its December meeting. This change was made in order to decrease the time lag between the end of the reporting period and the time of Council's feedback to the institutions regarding their approved degree programs.

Comprehensive Evaluation

In addition to annual reporting, Council also conducts periodic review. Normally Council conducts at least one comprehensive evaluation (a combined organizational and program(s) evaluation) of an institution offering approved degree programs in Alberta five years from the time of initial degree granting approval. During the reporting year, a first comprehensive evaluation began with respect to Taylor University College and Seminary and the approved degrees it has been offering since 2001.

Council expects to conduct first comprehensive evaluations according to the following schedule:

Institution	*Academic Year*
Ambrose University College	*2008-2009*
St. Mary's University College	*2009-2010*
Grant MacEwan College	*2011-2012*
Mount Royal College	*2012-2013*
Northern Alberta Institute of Technology	*2012-2013*

Membership of Council

Council consists of eleven members appointed by the Minister of Advanced Education and Technology, including a chair and 10 members representing expertise in the post-secondary system (brief biographical information about the members is available in Appendix 3). Services of a Secretariat are provided to Council by the Minister.

During the reporting year, Dr. Robert Lockwood was appointed to Council for a three-year term. The Minister also re-appointed Dr. Peter Meekison, Dr. Cliff Soper, Ms. Lucille Walter, and Dr. Mo Watanabe to second terms on Council.

The following 11 individuals served on Council in 2007-2008:

Chair	*Ronald Bond*
Members	*Keith Ward (Vice Chair)*
	Dianne Kieren
	Robert Lockwood
	Garry McKinnon
	Peter Meekison
	Leo Mos
	Doug Owram
	Cliff Soper
	Lucille Walter
	Mo Watanabe

CAQC's Web Site

To enhance effective communication and dialogue with its stakeholders and members of the public, Council continues to develop its presence on the Internet. The web site (www.caqc.gov.ab.ca) includes information about Council, the application process for new degree proposals, its assessment standards, relevant publications, its recommendations and applications under review, as well as links to relevant legislations and related organizations. Council's web site is kept current to allow stakeholders easy access to Council's documents and activities.

As shown below, activity on the web site was brisk during 2007-2008. The number of visits and the number of unique visitors to the web site increased by more than 40 percent over the previous year.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
					2007						2008	
Visits	4003	3802	5800	5077	4373	3502	3458	3026	3110	3533	3194	3511
Visitors	1148	1166	1490	1584	1275	1069	1202	1070	966	1115	1098	1359

CAQC Secretariat

The CAQC Secretariat assists the Chair and Council in their activities by providing advice on matters of policy and procedure, organizing meetings, helping to set meeting agendas, and preparing publications. It also provides information and advice in response to inquiries from various agencies, current and prospective applicants, and members of the public about matters related to quality assurance of new degree programs. As well, it coordinates all aspects with respect to Council's external evaluation teams and the Secretariat's Director or Manager serves as an advisory member on the teams.

As of 31 March 2008, the Secretariat consists of:

Director	*Marilyn Patton*
Manager	*Guy Germain*
Research Officer	*Alex Makar*
Research & Policy Analyst	*James Oloo*
Acting Office Manager	*Shirley Miskowicz-Thomson*

Next Steps

During the reporting year, Council reviewed the highest number of proposals since its inception, making 2007-2008 one of its busiest years. The number of referrals from the Minister for both Alberta and non-resident institutions is likely to increase in 2008-2009.

In the coming year, Council will continue to strive to improve. It expects to review its operating principles, and will adopt and implement an action plan to address any issues raised during the independent review of its activities. Further, it will continue to gather feedback from reviewers and applicant institutions following each site visit.

Council also expects to review the products of the Working Group on Quality Assurance of Off-campus and International Degree Programs, as well as new degree guidelines developed by the Nomenclature and Degree Subcommittee.

Council will continue working on enhancing the quality of degree programs in Alberta, and on recognition of its assessments, both nationally and internationally. To that end, it will maintain relationships with its provincial and regional counterparts and with pan-Canadian quality assurance initiatives as it expresses its ongoing commitment to post-secondary education in Alberta and to the students who are the beneficiaries of this commitment. It will also work more closely with ACAT in its service to Alberta learners.

Appendix 1

Campus Alberta Quality Council

Key Operating Principles

1. The Council **standards** are appropriate to the program level/scope and are comparable to national and international standards. Within this context, Council is open to flexibility and innovation in degree programming.
2. The Council respects the foundational role of **academic freedom** in the provision of high quality post-secondary programs.
3. **Peer evaluation** is an essential component of the Council's evaluation of post-secondary degree programs.
4. **Stakeholder participation** is an integral part of the degree appraisal process.
5. The Council acts to develop and retain **autonomy** from influences that may undermine or otherwise affect trust in its functions and decisions.
6. The Council exhibits **equity** in all aspects of its operation. Equity encompasses the idea that applicants are treated fairly but not necessarily identically.
7. The Council exhibits and promotes **openness and transparency** in all its practices and policies. In its commitment to consistency of decision making, the Council aims to develop public trust that all eligible institutions meeting the Council's standards and practices will be able to apply and take part fully in the functioning of the Council under its mandate, administration and processes.
8. Processes established by the Council are considered **iterative** in nature. This means that the Council's decisions and judgments have the potential for continuous development and improvement of institutional degree programs.
9. Within the context of its iterative processes, the Council acts **expeditiously** and in keeping with principles of natural justice.
10. The Council is committed to the **quality assurance review** of its own activities and to the interprovincial sharing of best practices in post-secondary degree program quality assessment. Its processes are dynamic and continuously improving.
11. The Council exhibits and promotes **appreciation of institutional diversity** and respect for institutional autonomy and integrity among the institutions proposing degree programs.
12. The Council ensures that approved degree programs and Council decisions with respect to them are **monitored** and the extent of monitoring is appropriate to the experience of the institution.
13. Members and peer reviewers shall act in accordance with **ethical standards** and abide by Council's code of conduct which includes provisions on conflict of interest.

Appendix 2

Principal Documents and Publications of the Campus Alberta Quality Council

Academic Freedom and Scholarship Policy

Council's policy on academic freedom, including its statement on institutional integrity, scholarship/research/creative activity, and institutional policies on scholarly activity.

CAQC Expectations for Design and Structure of Undergraduate Degrees

To assist both the applicant institution in preparing new degree proposals and CAQC's evaluators in assessing the quality of degree programs, this document provides specific expectations with respect to undergraduate degree programs.

Guide for Teams Conducting Comprehensive Evaluations

The guide provides information for external evaluation teams with respect to their role and responsibilities when conducting comprehensive evaluations. The "CAQC Code of Conduct" is included. The guide is reviewed and updated as needed.

Guide for Teams Conducting Evaluations of Proposed Undergraduate Programs

The guide provides information for external evaluation teams with respect to their role and responsibilities when evaluating proposed programs. The "Framework for Program Evaluation" and "CAQC Code of Conduct" are included. The guide is reviewed and updated as needed.

A Guide for Teams Conducting Organizational Evaluations (Resident Alberta Organizations)

The guide provides information for external evaluation teams with respect to their role and responsibilities when conducting organizational evaluations of first-time applicants. The "Framework for Organizational Evaluation and Scorebook" is included. The guide is reviewed and updated as needed.

A Guide for Teams Conducting Evaluations of Proposed Graduate Programs

The guide provides information for external evaluation teams with respect to their role and responsibilities when conducting comprehensive evaluations. The "CAQC Code of Conduct" is included. The guide is reviewed and updated as needed.

Standards on Academic Staff for Baccalaureate Programs

Council finalized its standards with respect to academic staff teaching in undergraduate programs. The document was approved and adopted by Council at its May 2007 meeting.

Hosting a Site Visit

This document offers guidance to institutions to assist them in preparing for a site visit by a Council-appointed external evaluation team.

Independent Academic Experts

Normally, Council requires institutions to include with the proposal the full report of academic expert(s) engaged by the institution as well as the institution's response. This document provides guidelines to institutions for their selection of independent academic experts.

Institutional Self-Study Guidelines

This document assists institutions in preparing for a self-study, which is required for Council's organizational and comprehensive evaluations.

Policy on Release of Information

After an extensive consultation process with various stakeholders, Council published its Policy on Release of Information with respect to its review processes and decisions.

Monitoring of Approved Degree Programs

The document outlines different kinds of periodic evaluation undertaken by Council in fulfillment of its monitoring role.

Campus Alberta Quality Council Third Annual Report, 1 April 2006 – 31 March 2007

Council's third annual report for the period 1 April 2006 to 31 March 2007.

Appendix 3

Campus Alberta Quality Council

Member Information

(as of March 2008)

Dr. Ronald Bond (Chair) *Term: 13 July 2006 to 12 July 2009*

Dr. Bond is Emeritus Provost and Vice-President (Academic) at the University of Calgary and a former Professor of English and Dean of Humanities there.

Dr. Keith Ward (Vice Chair) *Term: 2 July 2006 to 1 July 2009*

Dr. Ward is Vice-President (Academic) Emeritus at The King's University College, a previous member of the Private Colleges Accreditation Board (PCAB) and a member of a number of other committees.

Dr. Dianne Kieren *Term: 2 July 2006 to 1 July 2009*

Dr. Kieren is a Professor Emeritus and former Associate Vice-President (Academic) at the University of Alberta and the outgoing Chair of the Private Colleges Accreditation Board (PCAB).

Dr. Robert Lockwood *Term: 24 July 2007 to 23 July 2010*

Dr. Lockwood has a long history of program development with Olds College where he has held several positions including eleven years as Vice President (Academic).

Dr. Garry McKinnon *Term: 2 July 2006 to 1 July 2008*

Dr. McKinnon is a retired Superintendent of Schools and an educational consultant and instructor in the Faculty of Education at the University of Calgary.

Dr. Peter Meekison *Term: 2 July 2007 to 1 July 2010*

Dr. Meekison is a University Professor Emeritus and former Vice-President (Academic) at the University of Alberta. He is an adjunct professor of Political Science at the University of Victoria.

Dr. Leo Mos *Term: 13 July 2006 to 12 July 2009*

Dr. Mos is a Professor of Psychology and Linguistics at the University of Alberta, has served as Chair of The King's University College Senate and is the former Director for the Centre for Advanced Study in Theoretical Psychology at the University of Alberta.

Dr. Doug Owram *Term: 1 July 2006 to 30 June 2008*

Dr. Owram is Deputy Vice-Chancellor at the University of British Columbia, Okanagan and a former Professor and ex-Provost and Vice-President (Academic) at the University of Alberta. Dr. Owram was Council's inaugural Chair.

Dr. Cliff Soper *Term: 2 July 2007 to 1 July 2010*

Dr. Soper is a retired chemistry instructor and administrator at Red Deer College. He has also served as Dean of Health and Science, acting Vice-President (Academic) and Director of the IKON Learning Innovation and Teaching Excellence Centre.

Lucille Walter *Term: 29 August 2007 to 28 August 2008*

Ms. Walter is past Chair of the Alberta Council on Admissions and Transfer (ACAT), and previous President of the University of Alberta Alumni.

Dr. Mo Watanabe *Term: 2 July 2007 to I July 2010*

Dr. Watanabe is Emeritus Professor of Medicine at the University of Calgary, former Dean of the Faculty of Medicine, and past Chair of several provincial and national health and research committees.

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